



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

June 24, 2009

Gary Vassighi, President
3D-CAM, Inc.
9801 Variel Avenue
Chatsworth, CA 91311

Dear Mr. Vassighi:

RE: FINAL MONITORING VISIT REPORT for 3D-CAM, Inc. – ET07- 0416

Date of the Visit:	6/09/09
Beginning/Ending Time:	2:00 p.m. – 3:30 p.m.
Date of Last Visit:	10/29/07
Visit Location:	Chatsworth
Persons in attendance:	Joyce Garcia, Accounting Manager, 3D-CAM, Inc.
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	6/05/07 – 6/04/09	Agreement Amount:	\$18,720
Training Start Date:	7/31/07	No. to Retain:	12
Date Training must be Completed:	3/06/09	Range of Hours:	8 - 60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60

FINAL REPORT SUMMARY:

• HISTORY OF AGREEMENT CHANGES

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

The Agreement was executed on 8/20/07 and training began on 7/31/07. Your staff reported that all training was completed on 2/26/09, which allows for the 90-day retention period to be completed within the term ending date of the Agreement on 6/04/09. ETP approved one Agreement Amendment on 3/27/08, which extended the end date of the term of the Agreement by 12 months, from June 4, 2008 to June 4, 2009.

3D-CAM, Inc. records show that 13 trainees have completed training and the 90 day retention period (100% of planned retentions). Current ETP records show that 3D-CAM has received \$11,949.60 in progress payments, and there are two invoices totaling \$6,770.40 that are currently being processed by the Fiscal Unit. If all ETP requirements are met, 3D-CAM would earn the total amount of \$18,720 (100%) approved for this contract.

In reference to the overall experience 3D-CAM, Inc. had in implementing the ETP project, the contractor's staff provided the following information:

1. The setting up structure for paper work was difficult in the beginning. ETP system is designed maybe for bigger companies, or companies with different organizations. There are too many requirements that make it difficult for small companies such as ours to follow. May be more flexibility is needed in the set up process. Also phone assistance was not readily available when we tried to set up the forms and there was waiting time in between sessions for getting a phone call back.
2. We did not have much problem with record keeping once the forms were set-up.
3. Faster reply to phone calls asking for assistance in setting up the initial forms would be helpful.
4. We received certification for AS9100 that we would not have if it was not for the ETP program. Being certified under AS9100 enables us to get contracts with aerospace companies such as Boeing and Northrop Grumman, etc.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job Number	Number to Retain	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training	Number of Trainees Completed Retention
1	12	13	0	13	13	13
Totals:	12	13	0	13	13	13

Project staff verified that the information noted above matches the data on the Contract Status Report.

ATTENDANCE ROSTERS/ INVOICES:

To verify the provision of training, the Analyst reviewed the attendance rosters for 13 trainees billed for final payment on Invoice 4. The records reviewed were completed per ETP requirements; and validated the hours billed on Invoice 4. It is 3D-CAM responsibility to ensure that all training records comply with panel requirements for auditing purposes. (Reference: Title 22 California Code of Regulations, Section 4442)

AUDIT:

3D-CAM, Inc. will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

Please contact your Monitoring Analyst within ten working days at (818) 755-1323 or gpelaez@etp.ca.gov if you have any questions or comments.

Sincerely,

Signature on file

Wally Aguilar, Manager
North Hollywood Regional Office

Signature on file

Gilberto Pelaez, Contract Analyst
North Hollywood Regional Office

cc: David Guzman, Chief, ETP Audit & Program Operations Division.
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor 6/30/09